

**Safety Attribute Inspection (SAI) Data Collection Tool**  
**4.3.3 Advanced Qualification Program (AQP) (OP)**

**ELEMENT SUMMARY INFORMATION**

**Purpose of this Element** (certificate holder's responsibility):

- To provide an alternate method for qualifying, training, certifying, and otherwise ensuring competency of crewmembers, aircraft dispatchers and other operations personnel, instructors, and evaluators who are required to be trained or qualified under Title 14 of the Code of Federal Regulations (14 CFR) part 121.

**Objective** (FAA oversight):

- To determine if the certificate holder's Advanced Qualification Program (AQP) meets all applicable requirements of 14 CFR and FAA policies.
- To determine if the certificate holder's Advanced Qualification Program (AQP) incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Advanced Qualification Program (AQP).

**Specific Instructions:**

- Intentionally left blank

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirements (SRRs):**

- SRRs:  
119.43(b)  
119.43(b)(1)  
119.43(b)(2)  
119.43(c)  
121.135(a)(1)  
121.135(b)(1)  
121.135(b)(15)  
121.135(b)(2)  
121.135(b)(3)  
121.401(a)  
121.402  
121.403  
121.405(a)(1)  
121.405(a)(2)  
121.407(a)(1)  
121.407(a)(2)  
121.407(a)(3)  
121.407(a)(4)  
121.407(a)(5)  
121.422(a)(1)(ix)  
121.903(a)  
121.903(b)  
121.903(c)

- SRRs:

- 121.903(e)
- 121.909(b)
- 121.909(b)(2)(i)
- 121.909(b)(2)(ii)
- 121.909(b)(2)(iii)
- 121.909(b)(2)(iv)
- 121.909(b)(2)(v)
- 121.909(b)(2)(vi)
- 121.909(b)(4)
- 121.911(a)
- 121.911(b)
- 121.911(c)
- 121.911(d)
- 121.913(a)
- 121.913(b)(1)
- 121.913(b)(2)
- 121.913(b)(3)
- 121.913(b)(4)
- 121.913(c)
- 121.913(d)(1)
- 121.913(d)(2)
- 121.913(d)(3)
- 121.913(e)
- 121.913(e)(1)
- 121.913(e)(2)
- 121.913(e)(3)
- 121.915(a)
- 121.915(a)(1)
- 121.915(a)(2)(i)
- 121.915(a)(2)(ii)
- 121.915(a)(2)(iii)
- 121.915(a)(2)(iv)
- 121.915(a)(2)(v)
- 121.915(b)
- 121.915(b)(1)(i)
- 121.915(b)(1)(ii)
- 121.915(b)(2)(i)
- 121.915(b)(2)(ii)
- 121.915(b)(2)(iii)
- 121.915(c)
- 121.915(d)
- 121.915(e)
- 121.917(a)
- 121.917(b)
- 121.917(c)
- 121.919(a)
- 121.919(b)
- 121.919(c)
- 121.919(d)
- 121.919(e)
- 121.921(a)(1)
- 121.921(a)(2)
- 121.921(a)(3)
- 121.921(a)(4)
- 121.921(b)(1)
- 121.921(b)(2)
- 121.921(b)(3)

- SRRs:
  - 121.923(a)(1)
  - 121.923(a)(2)
  - 121.923(a)(3)
  - 121.923(c)(1)
  - 121.923(c)(2)
  - 121.925
  - A.034

**Related CFRs & FAA Policy/Guidance:**

- Related CFRs:
  - Intentionally left blank
- FAA Policy/Guidance:
  - FAA Order 8000.88, chapters 1-3
  - AC 120-29A
  - AC 120-54
  - AC 120-68C

### SAI SECTION 1 - PROCEDURES ATTRIBUTE

**Objective:** Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a process. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be embedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Advanced Qualification Program (AQP).
3.	Review the certificate holder's manual to ensure that it contains policies, procedures, instructions, and information necessary for the Advanced Qualification Program (AQP).

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the content of the certificate holder's manual meet the specific regulatory and FAA policy requirements for an Advanced Qualification Program (AQP):	
1.1.	Does the certificate holder's manual contain each approved training program curriculum required by 14 CFR part 121, section 403? SRRs: 121.135(b)(15)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Does the certificate holder's manual specify that to obtain initial and final approval of a training program, or a revision to an approved training program, the certificate holder must submit to the Administrator the following:	
1.2.1	An outline of the proposed program or revision, including an outline of the proposed curriculum, that provides enough information for a preliminary evaluation of the proposed training program? SRRs: 121.405(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.2	Any other relevant information that may be requested by the Administrator? SRRs: 121.405(a)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Does the certificate holder's AQP curriculum specify that each simulator and other training device that is used in the AQP training program must be specifically approved for the certificate holder, the type airplane, and, if applicable, the particular variation within type and the particular maneuver, procedure, or crewmember function involved? SRRs: 121.407(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Does the certificate holder's AQP curriculum specify that each approved simulator or training device must maintain the performance, functional, and other characteristics that are required for approval? SRRs: 121.407(a)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.5.	Does the certificate holder's AQP require each simulator to be modified to conform with any modifications to the airplane being simulated that result in changes to performance, functional, or other characteristics? SRRs: 121.407(a)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Does the certificate holder's AQP specify that each simulator be given a functional preflight check before being used? SRRs: 121.407(a)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Does the certificate holder's AQP specify that the certificate holder keep a daily discrepancy log for each simulator with each discrepancy entered in that log by the appropriate instructor or check airman at the end of each training or check flight? SRRs: 121.407(a)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	Does each approved AQP curriculum specify the make, model, series, or variant of aircraft, and all flight crewmember positions, flight instructors, and evaluators, and any other positions covered by that curriculum? SRRs: 121.903(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.	Does the certificate holder's manual specify that the certificate holder and each person trained under an AQP must comply with the requirements of the approved AQP? SRRs: 121.903(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.	Does the certificate holder's manual specify that each applicable requirement of 14 CFR parts 61, 63, 65, and 121, including, but not limited to practical test requirements, that is not specifically addressed in the AQP, continues to apply to the certificate holder, and to the individuals being trained and qualified by the certificate holder? SRRs: 121.903(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.11.	Does the certificate holder's approved AQP specify that it may not use any person nor may any person serve in any duty position as a required crewmember, an aircraft dispatcher, an instructor, or an evaluator, unless that person has satisfactorily accomplished, in a training program approved under this subpart for the certificate holder, the training and evaluation of proficiency required by the AQP for that type airplane and duty position? SRRs: 121.903(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.12.	Does the certificate holder's approved AQP specify that any training or evaluation required under an AQP that is satisfactorily completed in the calendar month before or the calendar month after the calendar month in which it is due is considered to have been completed in the calendar month it was due? SRRs: 121.903(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13.	Does the certificate holder's approved AQP have a separate indoctrination curriculum, a separate qualification curriculum, and a separate continuing qualification curriculum (including upgrade, transition, and requalification)? SRRs: 121.909(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14.	Are all AQP curriculums based on an instructional systems development methodology, incorporating a thorough analysis of the certificate holder's operations, aircraft, line environment and job functions? SRRs: 121.909(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.15.	Do all AQP qualification and continuing qualification curriculums integrate the training and evaluation of CRM and technical skills and knowledge?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	SRRs: 121.909(b)	
1.16.	Does each indoctrination, qualification, and continuing qualification AQP, and derivatives include the following documentation:	
1.16.1	Initial application for AQP? SRRs: 121.909(b)(2)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.2	Initial job task listing? SRRs: 121.909(b)(2)(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.3	Instructional systems development methodology? SRRs: 121.909(b)(2)(iii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.4	Qualification standards document? SRRs: 121.909(b)(2)(iv)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.5	Curriculum outline? SRRs: 121.909(b)(2)(v)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.6	Implementation and operations plan? SRRs: 121.909(b)(2)(vi)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.	Does the AQP Qualification Standards Document indicate specifically the requirements of the 14 CFR parts 61, 63, 65, or 121, as applicable, that would be replaced by an AQP curriculum? SRRs: 121.909(b)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.18.	If a practical test requirement of 14 CFR part 61, 63, 65, or 121 is replaced by an AQP curriculum, does the certificate holder's AQP establish an initial justification and a continuing process approved by the FAA to show how the AQP curriculum provides an equivalent level of safety for each requirement that is to be replaced? SRRs: 121.909(b)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.19.	Does the certificate holder's approved AQP indoctrination curriculum for newly hired persons include company policies, operating practices, and general operational knowledge? SRRs: 121.911(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.20.	Does the certificate holder's approved AQP indoctrination curriculum for newly hired flight crewmembers and aircraft dispatchers include general aeronautical knowledge appropriate to the duty position? SRRs: 121.911(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.21.	Does the certificate holder's approved AQP indoctrination curriculum for instructors include the fundamental principles of the teaching and learning process; methods and theories of instruction; and the knowledge necessary to use aircraft flight training devices, flight simulators, and other training equipment? SRRs: 121.911(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.22.	Does the certificate holder's approved AQP indoctrination curriculum for evaluators include general evaluation requirements of the AQP; methods of evaluating crewmembers and aircraft dispatchers and other operations personnel, as appropriate, and policies and practices used to conduct the kinds of evaluations particular to an AQP (e.g., LOE)? SRRs: 121.911(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.23.	Does the certificate holder's approved AQP qualification curriculum include the planned hours of training, planned hours of evaluation, and the planned hours	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	of supervised operating experience? SRRs: 121.913(a)	
1.24.	Does each qualification curriculum for crewmembers, aircraft dispatchers, and other operations personnel, include the following:	
1.24.1	The training, evaluation, and certification activities that are aircraft and equipment specific to qualify a person for a particular duty position on, or duties related to the operation of, a specific make, model, series, or variant aircraft?  SRRs: 121.422(a)(1)(ix); 121.913(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.24.2	A list of and text describing the knowledge requirements, subject materials, job skills, and qualification standards of each proficiency objective to be trained and evaluated? SRRs: 121.913(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.24.3	The requirements of the certificate holder's approved AQP program that are in addition to or in place of, the requirements of 14 CFR, parts 61, 63, 65, 121, or 135, including any applicable practical test requirements? SRRs: 121.913(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.24.4	A list of and text describing operating experience, evaluation/remediation strategies, provisions for special tracking, and how recency of experience requirements will be accomplished? SRRs: 121.913(b)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.25.	Does each qualification curriculum for flight crewmembers include a list of and text describing the initial operating experience and line check requirements?  SRRs: 121.913(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.26.	Does each instructor qualification curriculum include the following, as appropriate:	
1.26.1	Training and evaluation activities to qualify a person to conduct instruction on how to operate, or on how to ensure the safe operation of a particular make, model, and series aircraft (or variant)? SRRs: 121.913(d)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.26.2	A list of and text describing the knowledge requirements, subject materials, job skills, and qualification standards of each procedure and proficiency objective to be trained and evaluated? SRRs: 121.913(d)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.26.3	A list of and text describing evaluation/remediation strategies, standardization policies and recency requirements? SRRs: 121.913(d)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.27.	Does each evaluator qualification curriculum include the following, as appropriate:	
1.27.1	Training and evaluation activities to qualify a person to conduct instruction on how to operate, or on how to ensure the safe operation of a particular make, model, and series aircraft (or variant)? SRRs: 121.913(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.27.2	As applicable, training and evaluation activities that are aircraft and equipment specific to qualify a person to assess the performance of persons who operate or who ensure the safe operation of, a particular make, model, and series aircraft (or variant)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	SRRs: 121.913(e)(1)	
1.27.3	As applicable, a list of and text describing the knowledge requirements, subject materials, job skills, and qualification standards of each procedure and proficiency objective to be trained and evaluated? SRRs: 121.913(e)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.27.4	As applicable, a list of and text describing evaluation/remediation strategies, standardization policies and recency requirements? SRRs: 121.913(e)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.28.	Does the AQP continuing qualification curriculum ensure that during each cycle each person qualified under an AQP will receive the appropriate mix of training and evaluation? SRRs: 121.915(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.29.	Does the continuing qualification evaluation period include at least the following:	
1.29.1	Initially, a continuing qualification cycle that does not exceed 24 calendar months in duration, including two or more evaluation periods of equal duration? SRRs: 121.915(a)(1); 121.915(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.29.2	After the initial cycle, if approved by the FAA, an extension of the continuing qualification cycle to a maximum of 36 calendar months in duration? SRRs: 121.915(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.29.3	A requirement for each person to receive ground training and flight training, as appropriate, and an evaluation of proficiency during each evaluation period at a training facility? SRRs: 121.915(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.29.4	FAA approval of the number and frequency of training sessions? SRRs: 121.915(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.30.	Does the continuing qualification evaluation period include at least the following training in all tasks, procedures, and subjects required in accordance with the approved program documentation:	
1.30.1	For pilots in command, seconds in command, and flight engineers (if applicable), First Look in accordance with the certificate holder's FAA-approved program documentation? SRRs: 121.915(a)(2)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.30.2	For pilots in command, seconds in command, flight engineers, flight attendants, instructors and evaluators: ground training including a general review of knowledge and skills covered in qualification training, updated information on newly developed procedures, and safety information? SRRs: 121.915(a)(2)(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.30.3	For crewmembers, instructors, evaluators, and other operational personnel who conduct their duties in flight: Proficiency training in an aircraft, flight training device, flight simulator, or other equipment, as appropriate, on normal, abnormal, and emergency flight procedures and maneuvers? SRRs: 121.915(a)(2)(iii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.30.4	For dispatchers and other operational personnel who do not conduct their duties in flight: ground training including a general review of knowledge and skills covered in qualification training, updated information on newly developed procedures, safety related information, and, if applicable, a line observation	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain



	program? SRRs: 121.915(a)(2)(iv)	
1.30.5	For instructors and evaluators: Proficiency training in the type flight training device or the type flight simulator, as appropriate, regarding training equipment operation; for instructors and evaluators who are limited to conducting their duties in flight simulators or flight training devices: Training in operational flight procedures and maneuvers (normal, abnormal, and emergency)? SRRs: 121.915(a)(2)(v)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.31.	Does the continuing qualification include evaluation of performance on a sample of those events and major subjects identified as diagnostic of competence, and approved for that purpose by the FAA? SRRs: 121.915(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.32.	Does the continuing qualification include evaluation of proficiency as follows:	
1.32.1	For pilots in command, seconds in command, and flight engineers (if applicable): An evaluation of proficiency, portions of which may be conducted in an aircraft, flight simulator, or flight training device as approved in the certificate holder's curriculum that must be completed during each evaluation period? SRRs: 121.915(b)(1)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.32.2	For any other persons covered by an AQP, a means to evaluate their proficiency in the performance of their duties in their assigned tasks in an operational setting? SRRs: 121.915(b)(1)(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.33.	Does the continuing qualification include line checks as follows:	
1.33.1	Except as provided in 14 CFR part 121, section (b)(2)(ii), for pilots in command: a line check conducted in an aircraft during actual flight operations under 14 CFR part 121 or during operationally (line) oriented flights, such as ferry flights or proving flights (a line check must be completed in the calendar month at the midpoint of the evaluation period)? SRRs: 121.915(b)(2)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.33.2	With the FAA's approval, if a no-notice line check strategy is used in lieu of the line check required by 14 CFR part 121, section 915(b)(2)(i), it complies with 14 CFR part 121, section 915(b)(2)(ii)? SRRs: 121.915(b)(2)(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.33.3	During the line checks required under 14 CFR part 121, section 915(b)(2)(i) and (ii), each person performing duties as a pilot in command, second in command, or flight engineer (if applicable) for that flight, must be individually evaluated to determine whether the person remains adequately trained and currently proficient with respect to the particular aircraft, crew position, and type of operation in which he or she serves; and the person has sufficient knowledge and skills to operate effectively as part of a crew? SRRs: 121.915(b)(2)(iii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.33.4	The evaluator must be a check airman, an APD, or an FAA inspector and must hold the certificates and ratings required of the pilot in command? SRRs: 121.915(b)(2)(iii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.34.	Does the continuing qualification include for (as applicable) pilots in command, seconds in command, flight engineers, aircraft dispatchers, instructors, evaluators, and flight attendants, approved recency of experience requirements appropriate to the duty position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	SRRs: 121.915(c)	
1.35.	Does each continuing qualification curriculum include a curriculum segment that covers the requirements for requalifying (as applicable) a crewmember, aircraft dispatcher, other operations personnel, instructor, or evaluator who has not maintained continuing qualification? SRRs: 121.915(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.36.	Does each AQP curriculum (except indoctrination) include the following requirements:	
1.36.1	Integrated Crew Resource Management (CRM) or Dispatcher Resource Management (DRM) ground and if appropriate flight training applicable to each position for which training is provided under an AQP? SRRs: 121.917(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.36.2	Approved training on and evaluation of skills and proficiency of each person being trained under AQP to use his or her resource management skills and his or her technical (piloting or other) skills in an actual or simulated operations scenario? SRRs: 121.917(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.36.3	Approved training on and evaluation of skills and proficiency for flight crewmembers conducted in an approved flight training device, flight simulator, or, if approved under this subpart, in an aircraft? SRRs: 121.917(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.36.4	Data collection and analysis processes acceptable to the FAA that will ensure the certificate holder provides performance information on its crewmembers, dispatchers, instructors, evaluators, and other operations personnel that will enable the certificate holder and the FAA to determine whether the form and content of training and evaluation activities are satisfactorily accomplishing the overall objectives of the curriculum? SRRs: 121.917(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.37.	Does the certificate holder's AQP specify that a person subject to an AQP is eligible to receive a commercial or airline transport pilot, flight engineer, or aircraft dispatcher certificate or appropriate rating based on the successful completion of training and evaluation events accomplished under that program if the following requirements are met:	
1.37.1	Training and evaluation of required knowledge and skills under the AQP meet minimum certification and rating criteria established by the FAA in parts 61, 63, or 65 of this chapter? SRRs: 121.919(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.37.2	The applicant satisfactorily completes the appropriate qualification curriculum? SRRs: 121.919(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.37.3	The applicant shows competence in required technical knowledge and skills (e.g., piloting or other) and crew resource management (e.g., CRM or DRM) knowledge and skills in scenarios (i.e., LOE) that test both types of knowledge and skills together? SRRs: 121.919(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.37.4	The applicant is otherwise eligible under the applicable requirements of 14 CFR parts 61, 63, or 65? SRRs: 121.919(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.37.5	The applicant has been trained to proficiency on the certificate holder's	<input type="checkbox"/> Yes

	approved AQP Qualification Standards as witnessed by an instructor, check airman, or APD and has passed an LOE administered by an APD or the FAA?  SRRs: 121.919(e)	<input type="checkbox"/> No, Explain
1.38.	Does the certificate holder's approved AQP require that each flight training device or airplane simulator that will be used in an AQP for one of the following purposes be evaluated by the FAA for assignment of a flight training device or flight simulator qualification level:	
1.38.1	Required evaluation of individual or crew proficiency? SRRs: 121.921(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.38.2	Training to proficiency or training activities that determine if an individual or crew is ready for an evaluation of proficiency? SRRs: 121.921(a)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.38.3	Activities used to meet recency of experience requirements? SRRs: 121.921(a)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.38.4	Line Operational Simulations (LOS)? SRRs: 121.921(a)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.39.	Does the certificate holder's approved AQP require that any training equipment that is intended to be used in an AQP for purposes other than those set forth in 14 CFR part 121, section 921(a), be approved by the FAA for its intended use?  SRRs: 121.921(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.40.	Does the certificate holder's approved AQP require that an applicant for approval of training equipment under 14 CFR part 121, section 921, must identify the device by its nomenclature and describe its intended use? SRRs: 121.921(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.41.	Does the certificate holder's approved AQP require that each training device approved for use in an AQP be part of a continuing program to provide for its serviceability and fitness to perform its intended function as approved by the FAA? SRRs: 121.921(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.42.	Does the certificate holder's approved AQP permit AQP training, qualification, evaluation, or certification functions to be performed by another person (a "training provider") only if the following requirements are met:	
1.42.1	The training provider is certificated under 14 CFR part 119 or part 142? SRRs: 121.923(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.42.2	The training provider's AQP training and qualification curriculums, curriculum segments, or portions of curriculum segments are provisionally approved by the FAA? SRRs: 121.923(a)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.42.3	The specific use of provisionally approved curriculums, curriculum segments, or portions of curriculum segments in a certificate holder's AQP is approved by the FAA as set forth in 14 CFR part 121, section 909? SRRs: 121.923(a)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.43.	Does the approved AQP require a certificate holder who wants approval to use a training provider's provisionally approved curriculum, curriculum segment, or portion of a curriculum segment in its AQP, to show that the following	

	requirements are met:	
1.43.1	Each instructor or evaluator used by the training provider meets all the qualification and continuing qualification requirements that apply to employees of the certificate holder that has arranged for the training, including knowledge of the certificate holder's operations? SRRs: 121.923(c)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.43.2	Each provisionally approved curriculum, curriculum segment, or portion of a curriculum segment is approved by the FAA for use in the certificate holder's AQP? SRRs: 121.923(c)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.44.	Does the approved AQP require that the certificate holder establish and maintain records in sufficient detail to demonstrate compliance with all the requirements of the AQP and 14 CFR part 121, subpart Y? SRRs: 121.925	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.45.	Does the certificate holder's Advanced Qualification Program (AQP) comply with the guidance contained in FAA Advisory Circular 120-29A, paragraphs 5, 7, and 10?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.46.	Does the certificate holder's Advanced Qualification Program (AQP) comply with the guidance contained in FAA Advisory Circular 120-54?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.47.	Does the certificate holder's Training of Advanced Qualification Program (AQP) comply with the guidance contained in FAA Advisory Circular 120-68C, paragraphs 4-10 (as referenced in FAA Order 8000.88, "PRIA Guidance for FAA Inspectors")?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.48.	Does the certificate holder's manual contain the required references to, or excerpts from, Operations Specifications paragraph A034? SRRs: 119.43(b); A.034	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.49.	If the certificate holder's manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of its operations specifications? SRRs: 119.43(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.50.	Does the certificate holder's manual require compliance with Operations Specifications paragraph A034? SRRs: 119.43(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.51.	Does the certificate holder's manual contain a method of keeping all persons engaged in its operations informed of the provisions of Operations Specifications paragraph A034? SRRs: 119.43(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder's manual contain general policies for the AQP that comply with the SRRs? SRRs: 121.135(b)(1); 121.401(a); 121.402; 121.403 <i>Related Design JTIs:</i> 1. If the Certificate Holder arranges to have AQP certification functions performed by another person (a "training provider"), check that its manual contains a general policy that the training provider is certificated under Part 121 or Part 142. <i>Sources:</i> 121.135(b)(1) <i>Interfaces:</i> 4.2.9(OP)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.	Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 121.135(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the AQP? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the AQP? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 1 - PROCEDURES ATTRIBUTE Drop-Down Menu	
1.	No procedures, policy, instructions or information specified.
2.	Procedures or instructions and information do not identify (who, what, when, where, how).
3.	Procedures, policy or instructions and information do not comply with CFR.
4.	Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5.	Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6.	Procedures, policy or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

## SAI SECTION 2 - CONTROLS ATTRIBUTE

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

### Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Are the following controls built into the Advanced Qualification Program (AQP):	
1.1.	Is there a control or controls in place to ensure that the certificate holder or training center establishes and maintains its records in sufficient detail to establish the qualification of personnel trained under the AQP?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a control or controls in place to ensure that all flight training devices and/or simulators used by the certificate holder or training center are properly evaluated and/or approved for AQP?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a control or controls in place to ensure that flight crewmembers are properly paired?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a control or controls in place to ensure that the person used in a seat substitution meets the AQP requirements to occupy that seat?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	Is there a control or controls in place to ensure that the certificate holder adheres to its instructor quality assurance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Is there a control or controls in place to ensure that the certificate holder adheres to its evaluator quality assurance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Is there a control or controls in place to ensure that the instructors are qualified for the module they are teaching?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	Is there a control or controls in place to ensure that the certificate holder's training center using the AQP conduct indoctrination for newly hired personnel, instructors, and evaluators in accordance with its approved program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9.	Is there a control or controls in place to ensure that the certificate holder conducts AQP training for newly hired personnel, instructors, and evaluators in accordance with its approved program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.	If the certificate holder using the AQP contracts with another party to conduct training, qualifications, or evaluations, is there a control or controls in place to	<input type="checkbox"/> Yes

	ensure that those activities are conducted in accordance with the certificate holder's approved program?	<input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the Advanced Qualification Program (AQP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain



SAI SECTION 2 - CONTROLS ATTRIBUTE Drop-Down Menu	
1.	No controls specified.
2.	Documentation for the controls do not identify (who, what, when, where, how).
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

### SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the process measurement questions below.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's Advanced Qualification Program (AQP) include the following process measurements:	
1.1.	Is there a process measurement or process measurements that would reveal if the certificate holder or training center failed to establish and maintain its records in sufficient detail to establish the qualification of personnel trained under the AQP?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a process measurement or process measurements that would reveal if all flight training devices and/or simulators used by the certificate holder or training center were not properly evaluated and/or approved for AQP?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a process measurement or process measurements that would reveal if flight crewmembers were not properly paired?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a process measurement or process measurements that would reveal if the person used in a seat substitution did not meet the AQP requirements to occupy that seat?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	Is there a process measurement or process measurements that would reveal if the certificate holder failed to adhere to its instructor quality assurance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Is there a process measurement or process measurements that would reveal if the certificate holder failed to adhere to its evaluator quality assurance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Is there a process measurement or process measurements that would reveal if	<input type="checkbox"/> Yes

	the instructors were not qualified for the module they were teaching?	<input type="checkbox"/> No, Explain
1.8.	Is there a process measurement or process measurements that would reveal if the certificate holder's training center using the AQP failed to conduct indoctrination for newly hired personnel, instructors, and evaluators in accordance with its approved program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9.	Is there a process measurement or process measurements that would reveal if the certificate holder failed to conduct AQP training for newly hired personnel, instructors, and evaluators in accordance with its approved program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.	If the certificate holder using the AQP contracts with another party to conduct training, qualifications, or evaluations, is there a process measurement or process measurements that would reveal if those activities were not conducted in accordance with the certificate holder's approved program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.	Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information contained in its manual were not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Did the certificate holder document its process measurement results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual provide for the use of process measurement results to improve its programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the Advanced Qualification Program (AQP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE</b> <b>Drop-Down Menu</b>	
1.	No process measurements specified.
2.	Documentation for the process measurements does not identify (who, what, when, where, how).
3.	Inability to identify negative findings.
4.	No provisions for implementing corrective actions.
5.	Ineffective follow-up to determine effectiveness of corrective actions.
6.	Resources requirements (personnel, facilities, equipment, technical data).
7.	Other.

### SAI SECTION 4 - INTERFACES ATTRIBUTE

**Objective:** Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the interfaces associated with the Advanced Qualification Program (AQP) that have been identified along with the individual questions in section 1, Procedures, of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented.

#### Questions

	To meet this objective, the inspector must answer the following questions: NOTE: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder's manual properly address the interfaces that are identified along with the questions in section 1, Procedures, of this DCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder's manual document a method for assessing the impact of any changes to the associated interfaces within the Advanced Qualification Program (AQP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 4 - INTERFACES ATTRIBUTE</b> <b>Drop-Down Menu</b>	
1.	No interfaces specified.
2.	The following interfaces not identified within the Certificate Holder's manual system:
3.	Interfaces listed are inaccurate.
4.	Specific location of interfaces not identified within the manual system.
5.	Other

## SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES

**Objective:** The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Identify the person who has overall responsibility for the Advanced Qualification Program (AQP).
2.	Identify the person who has overall authority for the Advanced Qualification Program (AQP).
3.	Review the duties and responsibilities of the person(s) documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.

### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's manual clearly identify who is responsible for the quality of the Advanced Qualification Program (AQP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Does the certificate holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the Advanced Qualification Program (AQP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the Advanced Qualification Program (AQP)? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual include instructions and information for those who manage the work required by the Advanced Qualification Program (AQP)? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder's manual clearly and completely document the responsibility for this position?	
6.	Does the certificate holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
7.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having responsibility for the Advanced Qualification Program (AQP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
8.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Advanced Qualification Program (AQP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
9.	Does the certificate holder's manual clearly and completely document the procedures for delegation of authority for the Advanced Qualification Program	<input type="checkbox"/> Yes

	(AQP)?	<input type="checkbox"/> No, Explain
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<b>SAI SECTION 5 - MANAGEMENT RESPONSIBILITY &amp; AUTHORITY ATTRIBUTES</b> <b>Drop-Down Menu</b>	
1.	Not documented.
2.	Documentation unclear.
3.	Documentation incomplete.
4.	Other.